

## **JOB DESCRIPTION**

### **CONTRACTUAL POSITION**

**JOB TITLE: SENIOR LEGAL OFFICER**

**JOB SUMMARY:**

The incumbent is required to supervise junior legal officers performing legal work in the Legal Services Unit/Division of a Ministry/Department. Duties include appearing in court, providing legal advice and opinions and drafting legal documents on the more complex legal matters involving the Ministry/Department. The incumbent also assists in planning, organizing and preparing the work programme of the Unit/Division.

**REPORTS TO:**

Director, Legal Services or designated officer

**SUPERVISION GIVEN TO:**

Junior Legal Officers and other support staff

**DUTIES AND RESPONSIBILITIES:**

- Supervises Junior Legal Officers and other staff providing legal support work.
- Assigns and reviews the work of Junior Legal Officers while providing training, advice, guidance and direction on legal matters.
- Plans, organises and prepares the work programme of the Legal Services Unit/Division.
- Represents the Ministry/Department in court and before other tribunals on the more complex legal matters.
- Drafts the more complex legal documents including contracts, leases and agreements.
- Reviews systems, policies and procedures and makes appropriate recommendations to improve productivity and quality service.
- Confers with relevant official of Ministries/Departments and attends meetings to give professional legal advice.
- Prepares and/or reviews legal opinions.
- Review legal/court documents for completeness and accuracy.
- Advises on the more complex legal issues related to the administration, interpretation and enforcement of laws pertaining to the operations of the Ministry/Department.
- Participates in or supervises the preparation of instructions for submission to state central legal agencies on legal matters involving the state.
- Participates in or supervises court case preparation work such as interviewing witnesses, taking depositions and preparing pre-trial briefs and preparing draft pleadings for filing.
- Supervises the conduct of research and analysis on legal matters pertinent to the Ministry's/Department's operations.
- Participates in and/or supervises the review of existing legislation, rules and regulations pertaining to the Ministry/Department and recommends/formulates appropriate amendments.
- Review systems and procedures and recommends or devises strategies/mechanisms to improve the effectiveness of legal services delivery.

- Leads or participates in negotiations/consultations with external/internal parties.
- Prepares Cabinet/Ministerial Notes, memoranda, letters and other document on legal matters.
- Represents the Ministry/Department on committees and in meetings and other fora.
- Performs other related duties as required.

### **KNOWLEDGE, SKILLS AND ABILITIES**

#### **KNOWLEDGE:**

- Considerable knowledge of the Laws of Trinidad and Tobago.
- Considerable knowledge of legal principles and practices.
- Considerable knowledge of the laws and regulations pertinent to the operations of the Ministry/Department.
- Considerable knowledge of legal drafting principles and practices,
- Considerable knowledge of legal research skills and techniques.
- Considerable knowledge of court procedures and practices and of rules of evidence.

#### **SKILLS AND ABILITIES :**

- Proficiency in the use of Microsoft Office Suite.
- Skill in the use of personal computers.
- Skill in drafting legal documents/instruments.
- Skill in negotiation, mediation and arbitration.
- Ability to use e-Government technology platforms.
- Ability to use the internet for research purposes.
- Ability to supervise legal officers performing professional legal work.
- Ability to analyse and interpret laws and regulations.
- Ability to present and explain statements of facts and the law, and to argue clearly and logically, orally and in writing.
- Ability to maintain confidentiality.
- Ability to establish and maintain effective working relationships with fellow employees and members of the public.

#### **MINIMUM EXPERIENCE AND TRAINING:**

- Minimum of eight (8) years' experience as a practicing Attorney at Law.
- Bachelor of Law Degree from a recognized institution.
- Legal Education Certificate or equivalent from a recognized institution.
- Admission to practice Law in Trinidad and Tobago.